

## Ordering Information and Delivery Options

This form is intended for Alumni and special request orders that cannot currently be fulfilled by requestors through the Parchment transcript service. Please allow 1-2 business days for processing. *Note: A financial hold on your UNI account will prevent the release of transcripts.*

### Delivery Options:

- **Electronic/Secure PDF Delivered by Email:** Free of charge (*recommended, delivery within 24 hours once processed*)
- **U.S. Mail:** Free of charge (*allow up to two weeks for delivery*)
- **Express Mail Delivery:** \$30 to main 48 states, Alaska and Hawaii; \$55 for international delivery. Delivery fees will be billed to your University account with payment required before the transcript request is processed. Staff will contact you regarding payment once your account has been billed.

## Personal Information

Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

Previous Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Permanent Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country/Province: \_\_\_\_\_

## Transcript Request Details

### Select Delivery Method(s) and Provide Recipient Information:

\_\_\_\_\_  
Recipient (*School Name, Business, Person, or Your Name*)

Send Transcript Electronically/Secure PDF Delivered by Email

\_\_\_\_\_  
Recipient Email

Send \_\_\_\_\_ Transcript(s) to the Following Mailing Address

\_\_\_\_\_  
Recipient Street Address (*PO Box not allowed for express delivery*)

\_\_\_\_\_  
City State Zip/Postal Code

\_\_\_\_\_  
Country/Province

### Select Special Requests/Handling Options:

**Express Delivery, Domestic U.S.**  
(\$30 due at time of order)  
*Requests must be received by 4:00 p.m. the day prior to be sent overnight the following business day.*

**Express Delivery, International**  
(\$55 due at time of order)

\_\_\_\_\_  
Recipient Phone Number  
*(required for international express delivery)*

**Notary Services**  
(Free of charge)

Requests for an apostille must be made directly to the Secretary of State, State of Iowa.

Signature (required): \_\_\_\_\_ Date: \_\_\_\_\_

*In accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974, **your written signature is required** to authorize release of your transcript. **Please email signed form to registrar@uni.edu.***

Office of the Registrar / 115 Gilchrist Hall / Cedar Falls, Iowa 50614-0006 / P 319-273-2241 / registrar.uni.edu

Chapter 22 Code of Iowa: This information is requested to process your transcript request. Only directory information may be released to third parties. All items are required, unless noted as optional. Therefore, incomplete forms will not be processed.